

## MD iMap Technical Committee Meeting Minutes

**Place:** Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)  
**Date:** 9/6/11  
**Time:** 1:00 PM – 3:00 PM  
**Attendees:** Rowland Agbede (MDA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Kevin Coyne (DNR), Kaushik Dutta (MdTA), Bill Fearington (DJS), Julia Fischer (DBED), Mark Helmken (CGIS), Scott Jeffrey (CCBC), Frank Siano (MDE), Marshall Stevenson (KCI), Apollo Teng (Montgomery County) and Brad Wolters (DHCD)

### AGENDA:

- 1:00 – 1:10 Introductions
- 1:10 – 1:20 Outreach Subcommittee Updates
- 1:20 – 1:40 MD iMap Executive Committee Meeting Briefing
- 1:40 – 2:00 ELA Help Desk
- 2:00 – 2:20 Lidar on MD iMap – Jim Cannistra
- 2:20 – 2:30 Application Subcommittee Updates
- 2:30 – 2:40 Data and Resources Subcommittee Updates
- 2:40 – 2:50 Security Subcommittee Updates
- 2:50 – 3:00 Additional Business

### NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
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### ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
<b>Archival Connectivity Options</b> <ul style="list-style-type: none"> <li>Request clarification from DoIT to setup internal firewall structure to share via SWIGGY</li> </ul>	Submitted: 8/16/11	Barney Krucoff
<b>ELA</b> <ul style="list-style-type: none"> <li>Provide list of contributing agencies to MD iMap Tech Comm</li> <li>Provide list of contributing agencies</li> </ul>	Updated: 8/2/11 Submitted: 7/19/11	Kenny Miller
<b>Statewide GIS Strategic Plan</b>	Submitted: 1/4/11	Kenny Miller
<b>ArcGIS 10 Migration</b> <ul style="list-style-type: none"> <li>Provide outline and pros/cons list to provide to Executive Committee (CGIS)</li> <li>Provide information about how long MD iMap will be down and plan for migration (CGIS)</li> </ul>	Updated: 6/21/11; 11/16/10  Submitted:	Technical Committee

<ul style="list-style-type: none"> <li>CGIS is testing implications of migration</li> <li>Further discussion is necessary concerning this topic</li> </ul>	9/21/10	
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Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<b>Application Specific Services</b> <ul style="list-style-type: none"> <li>Facilitate a discussion with CGIS concerning potential options for map service storage and organization</li> </ul>	Submitted: 7/5/11	Kenny Miller
<b>Support of StateStat Application (Capital Budget &amp; ARRA applications)</b> <ul style="list-style-type: none"> <li>Graph of hours/budget of efforts to support these applications (CGIS)</li> <li>Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS)</li> </ul>	Submitted: 6/21/11	CGIS
<b>Application Submission Procedures</b> <ul style="list-style-type: none"> <li>Update detailed procedures for application creation and update</li> <li>Resend Application Submission Procedures draft to Technical Committee (Co-chairs)</li> </ul>	Submitted: 6/21/11	Technical Committee
<b>License Agreement in regards to Code Sharing</b> <ul style="list-style-type: none"> <li>Brian Sivak wants applications and their code to be in the public domain and freely available for sharing</li> <li>Awaiting response from Kenny Miller concerning how to proceed</li> <li>Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository</li> </ul>	Updated: 7/5/11; 6/21/11  Submitted: 6/7/11	Kenny Miller
<b>Code Acquisition for MD iMap Portal</b> <ul style="list-style-type: none"> <li>Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta)</li> <li>Development Code Worksheet Generated (Kaushik Dutta)</li> <li>Date of Launch – add this additional column and information to worksheet (Kaushik Dutta)</li> <li>Work on filling in missing information (Kaushik Dutta &amp; Kenny Miller)</li> <li>Meeting to be scheduled to discuss next steps</li> <li>Excel spreadsheet inventory being produced by CGIS and MES</li> <li>Actively being pursued</li> <li>Obtain Flex code from CGIS and MES for MD iMap-based applications</li> </ul>	Updated: 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10  Submitted: 10/19/10	Kaushik Dutta Kenny Miller
<b>Interface Branding</b> <ul style="list-style-type: none"> <li>Holding off until after July 5<sup>th</sup> launch of Fast Track application</li> <li>Send completed document out to Technical Committee for review &amp; comment (Kenny Miller)</li> <li>Get documentation from Kaushik Dutta to start/restart discussion</li> <li>Schedule App. Committee to discuss App Branding.</li> </ul>	Updated: 6/21/11; 6/7/11; 4/5/11 Submitted: 3/15/11	Kenny Miller Kaushik Dutta
<b>Developer Contact List</b> <ul style="list-style-type: none"> <li>List to be developed</li> <li>Compile developer point of contact list</li> </ul>	Updated: 4/5/11; 12/21/10	Application Subcommittee Kaushik Dutta

	Submitted: 11/16/10	
<b>Agency Agreement Concerning Posting of Code on MD iMap Portal</b> <ul style="list-style-type: none"> <li>Development of Agency Agreement concerning posting of code to portal</li> <li>See what documentation exists at other agencies</li> </ul>	Updated: 4/5/11  Submitted: 10/19/10	Technical Committee
<b>Agency Agreement Concerning Posting of Code on MD iMap Portal</b> <ul style="list-style-type: none"> <li>Check for documentation available from existing open API agreements</li> </ul>	Submitted: 10/19/10	CGIS
<b>arcgis.com My Maps</b> <ul style="list-style-type: none"> <li>Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes</li> <li>Work with the product and come to next meeting with feedback</li> </ul>	Updated: 3/1/11  Submitted: 2/15/11	Technical Committee
<b>Rapid Application Prototype</b> <ul style="list-style-type: none"> <li>Consider if arcgis.com will meet the majority of needs proposed for this effort</li> <li>Proposal updates being implemented</li> <li>CGIS to provide updated proposal based on comments</li> <li>CGIS provided proposal for review and comment</li> <li>CGIS to provide updated cost/hours estimate based on results of Q&amp;A and discussion conducted during 10/19/10 Tech. Comm. meeting</li> <li>CGIS to provide cost/hours estimate by next Tech. Comm. meeting</li> <li>Obtain pricing, based on specifications of application, from CGIS and MES</li> </ul> <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> <li>Consolidate list of requirements for a rapid application deployment option (Phase 1)</li> <li>Email consolidated list of requirements to Tech. Comm.</li> </ul> <p>List has been generated and is available for review</p>	Updated: 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10  Submitted: 7/12/10	Kenny Miller Application Subcommittee Technical Committee
<b>Comment on Developer's portion of MD iMap Portal</b> <ul style="list-style-type: none"> <li>Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal</li> </ul>	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<b>OSPREY Services – WFS enabled</b> <ul style="list-style-type: none"> <li>Check whether these are WFS-enabled and provide response</li> </ul>	Submitted: 8/16/11	Ashley Buzzeo
<b>GIS/Archives Appraisal Questions</b> <ul style="list-style-type: none"> <li>Distribute survey to as many municipal, county and state agencies, as possible, for potential participation</li> </ul>	Submitted: 7/5/11	Technical Committee
<b>Archive Data</b> <ul style="list-style-type: none"> <li>Working along with Tim Baker to set up presentation or discussion for</li> </ul>	Updated: 7/19/11;	Co-chairs

<b>8/16/11 Tech Comm meeting</b> <ul style="list-style-type: none"> <li>• Invite Tim Baker (State Archives) to next Technical Committee meeting to discuss options</li> </ul>	<b>7/5/11</b> <b>Submitted:</b> <b>6/21/11</b>	
<b>Feedback/Requests concerning MD iMap</b> <ul style="list-style-type: none"> <li>• Add Hillshade Service: Inquire at DNR if they have a hillshade available</li> <li>• Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request</li> </ul>	<b>Submitted:</b> <b>6/7/11</b>	<b>Jim Cannistra</b>
<b>2007 – 2008 Orthophoto Metadata</b> <ul style="list-style-type: none"> <li>• Check availability of metadata for this data</li> </ul>	<b>Submitted:</b> <b>3/1/11</b>	<b>Ashley Buzzeo</b>
<b>“Political Boundaries” Map Service</b> <ul style="list-style-type: none"> <li>• Review the “Political Boundaries” map service, determine the source and last update date</li> </ul>	<b>Submitted:</b> <b>6/7/11</b>	<b>Ashley Buzzeo</b> <b>Brad Wolters</b>
<b>Eastern Shore Imagery Assimilation</b> <ul style="list-style-type: none"> <li>• Eastern Shore imagery is now on production server</li> <li>• Rename “NAIP” service to “Composite” service</li> <li>• Tweets and email message of new imagery release</li> <li>• Provide draft write-up of details and FAQs (Jim Cannistra)</li> <li>• Add new “Composite” imagery service now and phase out “NAIP” service (CGIS)</li> <li>• Check server space available versus need</li> <li>• Cost estimate for additional storage space for new imagery</li> </ul>	<b>Updated:</b> <b>6/21/11;</b> <b>4/5/11</b>  <b>Submitted:</b> <b>3/15/11</b>	<b>Ashley Buzzeo</b> <b>Jim Cannistra</b>
<b>Point of Interest/Place Name Geocoder</b> <ul style="list-style-type: none"> <li>• Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs</li> </ul>	<b>Submitted:</b> <b>1/18/11</b>	<b>Ashley Buzzeo</b> <b>Brad Wolters</b>
<b>WFS Services</b> <ul style="list-style-type: none"> <li>• Top 10 list to be assembled during next Data &amp; Resources Subcommittee meeting</li> <li>• List of enable services, email to group</li> </ul>	<b>Updated:</b> <b>4/5/11</b>  <b>Submitted:</b> <b>3/15/11</b>	<b>Ashley Buzzeo</b> <b>Data &amp; Resources Subcommittee</b>
<b>WFS Services</b> <ul style="list-style-type: none"> <li>• Agency sharing policy needed; Exec. Comm. to be consulted</li> </ul>	<b>Submitted:</b> <b>1/18/11</b>	<b>Kenny Miller</b> <b>Exec. Comm.</b>
<b>WFS Service Testing</b> <ul style="list-style-type: none"> <li>• Top 10 list to be assembled and MOU issues assessed</li> <li>• Executive Committee has requested demo at 4/27/11 meeting</li> <li>• Follow up concerning process testing and provide feedback to Tech Comm</li> </ul>	<b>Updated:</b> <b>3/1/11</b>  <b>Submitted:</b> <b>1/4/11</b>	<b>Data &amp; Resources Subcommittee</b>
<b>Web Mercator Data Service Projection</b> <ul style="list-style-type: none"> <li>• Per MES, EMMA replacement will use Web Mercator projection</li> <li>• Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection</li> </ul>	<b>Updated:</b> <b>4/5/11</b>  <b>Submitted:</b> <b>1/4/11</b>	<b>CGIS</b>
<b>Metadata Services</b> <ul style="list-style-type: none"> <li>• Forward electronic list to group</li> </ul>	<b>Updated:</b> <b>1/18/11;</b>	<b>Data &amp; Resources</b>

<ul style="list-style-type: none"> <li>Updated list to be provided by Friday, 1/7/2011</li> <li>Updated list to be provided at 1/4/2011 meeting</li> <li>Remaining “offenders” actively being pursued</li> <li>Resend email to “offenders” to complete metadata</li> <li>Email resent and follow-up by Kenny Miller to occur</li> <li>MDP has provided metadata for all their services on MD iMap</li> <li>Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap</li> <li>Email sent to Kenny</li> <li>Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> <li>Direct contact of data owners</li> </ul> </li> <li>A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process</li> </ul>	1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10  Submitted: 4/20/10	Subcommittee  Co-chairs
<b>Cached Map Services</b> <ul style="list-style-type: none"> <li>Draft email to be sent out concerning changes to on-demand/cached services</li> </ul>	Updated: 12/7/10  Submitted: 11/16/10	Data & Resources Subcommittee Chair
<b>Basemap Template Upgrade/Gazetteer Service Update</b> <ul style="list-style-type: none"> <li>Review and provide feedback to Ashley Buzzeo (Technical Committee)</li> <li>Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo)</li> <li>Submit additional comments for updates to Ashley Buzzeo</li> <li>Obtain most up-to-date county boundary from SHA</li> <li>Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ</li> <li>Comments for changes should be sent to Ashley Buzzeo</li> <li>Meeting to be scheduled to discuss next steps</li> <li>Upgrade basemap using Esri template</li> </ul>	Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10  Submitted: 10/19/10	CGIS  Data & Resources Subcommittee  Technical Committee
<b>Google Urchin</b> <ul style="list-style-type: none"> <li>CCBC has updated through March 2011 and will post on portal</li> <li>CCBC updating stats and will be posted to portal shortly</li> <li>Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs)</li> <li>Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm)</li> <li>Manual has been generated for extracting web analytics from Google Urchin</li> </ul>	Updated: 4/5/11; 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10  Submitted: 9/7/10	GIO  CGIS  Technical Committee

<ul style="list-style-type: none"> <li>Manual submitted for review by Technical Committee</li> <li>Actively working on clarifying categories to be included on report</li> <li>Provide categories to be included in statistical output report</li> </ul> <p>Categories have been provided to CGIS by GIO</p> <p>Meeting to address scheduled for 9/22/10 at CGIS</p>		
<p>Community Mapper</p> <ul style="list-style-type: none"> <li>Revisit in 6 months <ul style="list-style-type: none"> <li>How many counties were approached?</li> <li>How big is the hole of Maryland?</li> </ul> </li> <li>State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms</li> </ul>	<p>Updated: 10/19/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>Ramona</p> <ul style="list-style-type: none"> <li>Send out available stats .pdf for review</li> <li>Check with IT person for Ramona to get MD stats</li> </ul>	<p>Updated: 4/5/11; 3/15/11</p> <p>Submitted: 3/1/11</p>	Ashley Buzzeo
<ul style="list-style-type: none"> <li>Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> <li>Embed search or have a one click link to Ramona</li> </ul> </li> </ul>	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> <li>Link to Merlin needs to be added to MD iMap Portal webpage</li> </ul>	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> <li>Discuss adding a feedback button to MD iMap Portal webpage</li> </ul>	Submitted: 12/21/10	Outreach Committee Lisa Lowe
<p>Email Blast</p> <ul style="list-style-type: none"> <li>Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address</li> <li>Blast email to extended GIS community</li> <li>Include updated Vision document</li> </ul>	<p>Updated: 9/7/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	Outreach Subcommittee
<ul style="list-style-type: none"> <li>Recruit participants</li> <li>Obtain feedback concerning how to improve upon current outreach strategies</li> <li>Email potential new members directly</li> </ul>	<p>Updated: 5/18/10; 4/20/10</p> <p>Submitted: 3/16/10</p>	Outreach Subcommittee
<ul style="list-style-type: none"> <li>Proactive Marketing of MD iMap</li> </ul>	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<b>Charter</b> <ul style="list-style-type: none"> <li>Generate a charter</li> </ul>	<b>Submitted:</b> 12/7/10	<b>Security Subcommittee</b>
<b>Security Model</b> <ul style="list-style-type: none"> <li>Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra)</li> <li>Price quotes from proposal submission to be updated</li> <li>Additional documentation needed to address:               <ul style="list-style-type: none"> <li>Cost of Delay</li> <li>Justification of security (limitations, efficiencies)</li> <li>Needs Assessment to determine groups and definitions</li> </ul> </li> <li>Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting</li> <li>Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting</li> <li>Document for presentation to Exec. Comm. at Oct. meeting</li> <li>Demo accompanying document to Exec. Comm. at Oct. meeting</li> <li>In progress, to be submitted by next Tech. Comm. meeting (10/5/10)</li> </ul>	<b>Updated:</b> 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10  <b>Submitted:</b> 8/3/10	<b>Security Subcommittee</b>

#### COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
<ul style="list-style-type: none"> <li>Send out initiatives list to group for review and comment</li> </ul>	<b>Submitted:</b> 8/2/11	<b>Julia Fischer</b>
<ul style="list-style-type: none"> <li>Design part of the 8/16 Tech Comm meeting for Barney Krucoff to ask questions of the group</li> </ul>	<b>Submitted:</b> 8/2/11	<b>Co-chairs</b>

#### Introductions

##### *Round-the-room*

#### Outreach Subcommittee Updates:

##### Outreach between K – 12 educators and MD iMap

- Lesson plans using portal and MD iMap resources
- Somewhere on portal include an Education/Outreach tab
  - Provide capabilities for upload/download of lesson plans and data
- Issues:
  - Control
  - Peer review of lessons
  - Copyright issues
  - Maintenance
- Where is the appropriate place for this resource (MSGIC or MD iMap)?
  - Lesson plans are serving a customer base different than state agencies
- Suggestion: include tab on MSGIC website with link to MD iMap
  - Add another click or simplify and go to source
  - MSGIC link opens local government resources and other resources coming from MSGIC to teachers

## MD iMap Executive Committee Meeting Briefing:

### ELA

- Expect the costs to be rebalanced between contributing agencies after 1 year
- Contractors under ELA
  - Need to be working on-site

### Conference Passes

- Limited number available under ELA
- Suggesting that those who haven't attended conferences recently and those who are newer to using Esri as a resource would receive complimentary passes first
- Will need to determine the exact process for requesting a conference pass

### Hurricane Irene Resources

- Dunn & Bradstreet resources have been available through the disaster response from the Federal Government in response to Hurricane Irene
  - These resources can be very valuable, but a lot of information is available through this particular resource
  - Suggest getting someone to take a look into it and provide feedback and some insight to when the information might be put into action related to the next emergency event
- Significant amounts of imagery resources were also made available as a result of the hurricane

### ELA Help Desk:

#### DoIT helpdesk narrowing the call

- Define call type and match with help desk person/responder
- Specific agencies supporting other agencies
  - Current customers
  - Existing relationships
- Avoid cyclic help desk responses
- Are phone and email requests accepted?
  - What is the current system being used at DoIT?
  - Will GIS help desk/responders have access to this system?
  - How can requests be managed in the system?
    - § In queue – How can people choose to respond?
  - Make sure Esri resources are upfront
  - Build FAQs list as questions come in to handle repeat questions
  - Service license agreement for help desk assistance
  - Incentive to be a help desk participant
    - § Receive training opportunities
    - § Receive conference attendance preference
    - § Offered accreditation advancement
  - Ask Esri which existing help desk setups work well with Esri
    - § Research good script and book
    - § Research good version/model from other states
  - Resource/blog of DoIT ticket system
    - § Centralized resources
    - § MD version through Esri for ease of access by all users



- 15 power users can add/edit this resource
- What about on-site support? – Question for Barney Krucoff and Kenny Miller
  - § How is this handled?
- Can one person GIS shops provide support based on available resources/hours per week?
- Pool resources that agencies are willing to donate to this effort
- Making PC specification recommendations for running GIS software available to new users as they plan to incorporate the software into their workflows and onto their networks

#### Lidar on MD iMap: (Lidar, Hillshade, Elevation)

- Collected newer Lidar data this year and last year
  - Do we want to put elevation data out for availability?
  - Flex application demo – Red River Basin
    - § Click and get elevation
    - § Hillshade available
    - § Contours available
  - Data download site from DNR
    - § Supplemented with Flex application
    - § Suggest pilot project with 1 county
  - Post processing and storage considerations to be considered (size of files about the same as imagery)
  - Some limited user, but drives underlying usefulness of services
  - Test on 1 or 2 tiles to determine the level of effort and size requirements
    - § Determine how to fund
      - Piece meal?

#### Orthos:

- 2007 – 2008 flight data being compared with Esri and USGS imagery
  - Radiometry difference
  - USGS looks better (less dark, not as artificially green, see through shadows better)
- Cache creation (4½ TB of data) – originally
  - Image Server image service on EDGE servers
    - § Cached by CGIS
  - How image service was created? – Not sure
  - Finished caching with Raster Dataset locally at CGIS which contributed to the change in the imagery output
- Should the imagery be reached or should we use USGS imagery instead?
- Composite service or 07/08 imagery service only?
- Arc10 compact cache – wait to use to recache?
  - When is CGIS moving to Arc10? – no updated schedule available
- Action Item: mini-scope/level of effort – for Version 9.3.1 and 10 (CGIS)
- Arc10 reading 4-band imagery is a problem
  - Data values associated with no data are made white
    - § Re-write .tiff files as a solution
  - 4 band .jpg and 3 band imagery are ok
  - Working with Esri to research and find a work around

#### Application Subcommittee Updates:

- *No updates at this time*

**Data Subcommittee Updates:**

- OSPREY WFS – not enabled at this time
  - Checking resources to assure all publicly available
  - Campaign to enable existing sources to WFS-enabled
- Arc10 Level 1 Data Interopability is available
  - Might have to go back and check extension on software download/installation

**Security Subcommittee Updates:**

- *No updates at this time*

**Additional Business:**

- *No additional business at this time*

**-END MEETING-**